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F. OTR DECENTRALIZED OBLIGATION ACCOUNTING PROCEDURES. This system was instituted for all OTR funds effective 1 July 1955. Under these procedures BFO/TR will record and report all obligations in summary to the Finance Division instead of Finance Division maintaining the records. Expenditure detail will be furnished by FD on a monthly IBM report.

G. FY 1957 OFFICE ESTIMATES. Preparation of the FY 1957 OTR Office Estimates, due 22 August 1955, is temporarily halted pending information from the Budget Officer/Comptroller, as to allowable increases for pay, per diem, insurance, and other items in excess of the FY 1956 approved Congressional Budget.

H. STATUS OF [] The Personnel Section was advised on 19 July 1955 that [] has a full clearance. He has been cleared by the Medical Office for non-strenuous duties. He will be entered on duty as soon as possible.

I. CAREER PLANNING FOR FORMER OTR INSTRUCTORS. The Career Service Board approved the general approach to career planning for former OTR instructors. This group includes instructors who left OTR prior to the inception of Service Designations and instructors with S T designations now on duty with other segments of the Agency. The details of the plan will be worked out by the Deputy Director of Training and [] Career Management Officer/TR.

J. OTR VACANCIES - GS POSITIONS.

<u>Component</u>	<u>Professional</u>	<u>Clerical</u>	<u>Clericals in process</u>
Instructor Development Program			
Plans & Policy Staff			
Assessment & Evaluation Staff			
Support Staff/Headquarters			
Support Staff/[]			
Basic School			
Intelligence School			
Language & External Training School			
Operations School/Headquarters			
Operations School/[]			
Operations School/[]			

* Includes:

- 2 Clerk Steno vacancies - 5 applicants in process
- 1 Time, Leave Pay Clerk vacancy - 1 applicant in process
- 1 Mail Clerk vacancy

K. TSS UNIT [] The Budget Officer, TSS, has authorized the Finance Officer, [] to obligate TSS funds in the same manner and amount as last year. Normal TSS training operations may not exceed [] per month. Unused funds may be carried forward from month to month.

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L. [] Weekly report of the utilization of [] facilities for the period 13 through 19 July is attached.

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Attachment: [] Report.

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